



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 5050.9B

LH

1 May 03

AIR STATION ORDER 5050.9B

From: Commanding General, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: COMMAND CONFERENCE CENTER

Ref: (a) AirStaO 5760.1B

Encl: (1) Format for Reservation Request Command Conference Center
and Topside Conference Room

1. Situation. To provide conference rooms aboard MCAS Cherry Point that will be able to accommodate up to 100 people. The Command Conference Center and the Topside Conference Room are located in Transient Officers Quarters (TOQ-1).

2. Cancellation. AirStaO 5050.9A.

3. Mission. To provide policies and procedures for requesting and assigning the Command Conference Center and the Topside Conference Room.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide guidance in scheduling of conference rooms.

(2) Concept of Operations

(a) The Command Conference Center and the Topside Conference Room may be scheduled for the following functions, in priority order:

1 Command sponsored conferences and meetings.

2 Official training seminars and classes.

AirStaO 5050.9B
1 May 03

3 Organizational meetings of private organizations that are authorized to operate aboard the Air Station per the reference. (Note that higher priority functions may preempt lower priority scheduled functions).

(b) The Command Conference Center and Topside Conference Room may be reserved up to 6-months in advance for official business.

(c) Hours of the Command Conference Center and Topside Conference Room are from 0730-1700 Monday through Friday, excluding holidays. Requests for use of the Command Conference Center will be scheduled only when the number of attendees exceeds 50.

b. Tasks

(1) Facilities Directorate

(a) Schedule the Command Conference Center and Topside Conference Room.

(b) Assign space on a first-come, first serve basis. However, higher priority functions may preempt lower priority scheduled functions.

(c) Upon receipt of a written activity request provide a written response with approval or disapproval and designate any instructions deemed necessary.

c. Coordinating Instructions

(1) Request reservations in writing providing all data set forth on the enclosure. Requests should be forwarded to the Facilities Directorate or e-mail ombfacdirchpt@cherrypoint.usmc.mil.

(2) Telephone requests will be accepted but must be confirmed in writing within 3 working days of the telephone reservation.

(3) Furnishings are not to be removed from the conference room areas. Furniture rearranged for conference purposes will be returned to the original arrangement at the end of the conference.

(4) Authorized refreshments include coffee, soft drinks, and doughnuts/pastries. These refreshments are the responsibility of the user. Bag lunches/luncheons are not permitted. Smoking and use of alcoholic beverages is strictly prohibited.

(5) Telephone and computer jacks are available throughout the Command Conference Center/Lobby. Telephones are available for use and may be checked out at the front desk of TOQ-1. No telephone or computer jacks are available in Topside Conference Room.

(6) Cleanup is the responsibility of the user and will be accomplished daily and immediately following the end of the conference. Cleanup shall include trash removal from the premises. At the completion of the cleanup, ask the TOQ staff to accept the Command Conference Center. Inadequate cleanup may result in a custodial charge.

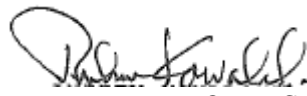
(7) The Photo Lab is available to demonstrate and train the user in the proper procedures for operating the audio-visual equipment upon request by calling 466-3842. However, the Photo Lab staff will not operate this equipment for the user.

5. Administration and Logistics. None.

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to the Marine Corps Reserve.


ANDREW KOWALSKI
Chief of Staff

DISTRIBUTION: A

AirStaO 5050.9B
1 May 03

FORMAT FOR RESERVATION REQUEST COMMAND CONFERENCE CENTER AND
TOPSIDE CONFERENCE ROOM

From: (Activity)
To: Director of Facilities, Building 198
Via: (If required)

Subj: RESERVATION FOR COMMAND CONFERENCE CENTER/TOPSIDE CONFERENCE
ROOM

Ref: (a) AirStaO 5050.9B

1. It is requested that the Command Conference Center/Topside
Conference Room (circle one) be reserved for use by this activity.
Information required by the reference is provided below:

- a. Purpose: (Indicate conference/class title).
- b. Dates and Time: (Indicate date(s) and hours conference/class
will be in session).
- c. Number of Attendees: (Indicate total number of attendees and
range of grade/rank or attendees).
- d. Local Point of Contact: (Designate person responsible for
reservation and or cancellation).

2. User responsibilities as set forth in the reference have been
noted.

Signature_____

FIRST ENDORSEMENT

From: Director of Facilities
To: (Requesting Activity)

1. Your request to use the Command Conference Center/Topside
Conference Room (circle one) is hereby (approved/disapproved).
Please notify this office promptly of cancellation, rescheduling,
etc.

Signature_____

ENCLOSURE (1)